

## ***VACANCY ANNOUNCEMENT 2015-2***

### **OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE**

**DATE:** February 25, 2015

**POSITION TITLE:** Official Court Reporter -- Certified Realtime Reporter  
(Full-Time Permanent)

**LOCATION:** Knoxville, TN

**SALARY:** Dependent upon qualifications and experience:  
- CR Level 3 - \$82,340 (CRR);  
- CR Level 4 - \$86,083 (CRR & RMR); and  
- CR Level 5 - \$89,826 (current Federal Judiciary Court Reporters hired before 10/11/09 only)

**CLOSING DATE:** March 18, 2015

#### **POSITION OVERVIEW:**

More than one position may be filled through this announcement. The U.S. District Court Clerk's Office for the Eastern District of Tennessee has one opening for an Official Court Reporter who is realtime certified. Official Court Reporters are appointed by and serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court. This position is assigned to the Clerk's Office and reports to the Clerk of Court or other designee of the Clerk's Office.

#### **REPRESENTATIVE DUTIES:**

- Perform verbatim reporting services for any proceeding as specified by statute, rule or order of the court.
- Report all proceedings using electronic machine shorthand equipment that produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment and utilize digital sound recording equipment to record all proceedings.
- Provide realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide realtime feed for any judicial officer as directed, without charge.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a judge or the Court may direct without charge.
- File with the Clerk of Court a copy of all transcripts prepared within the time frames and consistent with the fees established by the Court, the Judicial Conference of the United States, and the Court Reporter Management Plan.
- File a transcript or provide an electronic sound recording to the Court, without charge, of all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Provide transcription of digital audio records.

- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with all administrative duties assigned by supervisor and the Court.
- Travel to other divisional offices as necessary.
- Work as part of a team to serve all of the judges of the Court and be available to work irregular hours as dictated by the Court.

#### **MINIMUM QUALIFICATIONS:**

- Must possess at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof.
- Must be qualified by testing for listing on the registry of professional reporters (RPR) of the National Court Reporters Association (NCRA), or successful completion of an equivalent examination.

#### **ADDITIONAL MANDATORY QUALIFICATIONS:**

- Must be certified as having passed the National Court Reporters Association Certified Realtime Reporter (CRR) examination, or successful completion of an equivalent examination.
- Applicants holding a Certificate of Merit from the NCRA will be preferred.

#### **CONDITIONS OF EMPLOYMENT:**

- Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce realtime computer-aided transcription and printed copies of transcripts, including telephone and Internet service, computer equipment, software, printers and supplies. Eclipse court reporter software preferred.
- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Official Court Reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the Eastern District of Tennessee.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a one year probationary period.

#### **BENEFITS:**

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

### **APPLICATION PROCESS:**

Submit one document in PDF format via e-mail to [connie\\_penland@tned.uscourts.gov](mailto:connie_penland@tned.uscourts.gov) that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court's website at <http://www.tned.uscourts.gov/docs/ao78.pdf> )
- Copies of all applicable court reporter certifications (RPR, CRR, RMR and FCRR).

### **INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF FILE MAY NOT BE CONSIDERED.**

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test and a live transcription test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

*The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position [full-time or part-time] becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.*

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND VALUES DIVERSITY IN THE WORKPLACE***